

# Property Modification Approval Request Form

As a member of a Homeowners Association, you are obligated to adhere to the Declaration of Covenants, Conditions, and Restrictions (a.k.a. CCRs or Deed Restrictions). The Deed Restrictions protect your property values by keeping your community a highly desirable place to live. ACC/ARC (Architectural Control/Review Committee) approval must be obtained prior to the start of your project. To avoid delay, make your request as complete as possible and type or print legibly. Incomplete requests will be returned for additional information. Incorrect information or changes made after approval invalidates approval. The ACC/ARC tries to assure that all changes to your property conform to the appropriate Deed Restrictions. Thank you for your understanding and cooperation.

## 1. ABOUT THE RESIDENT(S)

Enter Community Name Above

Name(s)	
Address	
Email	
Phone(s)	Best time to call

## 2. ABOUT THE PROJECT

Proposed start date	Proposed completion date
Describe the nature of the project (attach pages as necessary)	
Location (attach sketch/drawing)	
Dimensions	Distance from fences and easements
Colors	Shape
Materials	
Builder	
Other (specify)	

IMPORTANT: Include plan view and elevation drawings (to scale) plus any other supporting documents indicating project's location and its relationship to property lines, neighbors, construction, easements, etc.

## 3. ABOUT THE REQUIREMENTS

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I/We have read the appropriate Deed Restrictions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I/We have obtained a City building permit (attach copy)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This project will require a fence removal (if yes, inform Association Manager)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed project will be visible from the street
Check any that apply: <input type="checkbox"/> Corner lot <input type="checkbox"/> Iron park fencing <input type="checkbox"/> Project already started/completed			

Homeowner Signature	Date
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By my signature above, I certify all information, data, and supplemental materials submitted in this application are complete, true and correct. I understand and agree no work may be performed prior to receipt of written ACC approval. I further understand that there may be no deviation from the terms of the written ACC approval; all deviations must be corrected at the homeowners' expense. I agree to be bound by the Association Rules, Regulations, and standards. I certify my Association dues account is current and I have no outstanding fines or penalties and I am responsible for obtaining any necessary permits from the appropriate City Building and Zoning Departments.

**\*\*\*UNTIL YOU RECEIVE A CONFIRMATION EMAIL FROM THE APPROPRIATE ASSOCIATION MANAGER/CUSTOMER CARE, THIS APPLICATION WILL NOT BE CONSIDERED RECEIVED.**



AAMC®- Accredited Association Management Company®

Submit your request through your community portal or website at

[www.NeighborhoodManagement.com](http://www.NeighborhoodManagement.com)

OR to

[architectural@nmitx.com](mailto:architectural@nmitx.com)